

DEPARTMENT OF HEALTH SERVICES

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March 24, 1995

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons

Letter No.: 95-20

INPATIENT MENTAL HEALTH SERVICES CONSOLIDATION

Ref.: Article 6, Medi-Cal Eligibility Manual

The purpose of this letter is to inform you of the State Department of Mental Health consolidation of the Short-Doyle/Medi-Cal and fee-for-service psychiatric inpatient hospital services. This is effective January 1, 1995.

The State of California is expanding managed care in the Medi-Cal program in order to improve beneficiaries access to quality, coordinated services, and part of this expansion includes implementation of a Medi-Cal Managed Mental Health Care System. This implementation consists of a three-step approach to be phased in over a four- to five-year period.

Phase I of this plan was the reform of the Short-Doyle/Medi-Cal program. Phase II of this plan is the transfer of the Treatment Authorization Request System for inpatient psychiatric hospital services to the counties as of January 1, 1995. The counties are assuming the responsibility and the risk for ensuring provision of medically necessary psychiatric inpatient hospital services to all Medi-Cal eligible beneficiaries. The counties will receive the State General Fund anticipated as the match for fee-for-service Medi-Cal mental health services.

Phase III will be the implementation of full capitated funding for mental health services through managed care contracts.

The goal is to ultimately provide a system that will ensure that adequate services are accessible and provided in a coordinated, efficient, cost effective, and culturally competent manner, and under which mechanism care will be coordinated between the various physical health and mental health care facilities. Enclosed for your information is a copy of the December 1994 Medi-Cal Bulletin to Inpatient Providers (Community Hospitals and County Hospitals).

If you have any questions, please contact Elena Lara of my staff at (916) 657-0712.

Sincerely,

ORIGINAL SIGNED BY

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

Enclosures

UPDATED INFORMATION

Medi-Cal Bulletin

December 1994

Inpatient Mental Health Services Consolidation: Effective January 1, 1995

Chapter 633, Statutes of 1994, Assembly Bill 757 provides for the consolidation of the authorization of Fee-for-Service/Medi-Cal and Short-Doyle/Medi-Cal psychiatric inpatient hospital services at the county level. The State Department of Health Services (DHS) will transfer the responsibility for the authorization of Treatment Authorization Requests (TARs) for psychiatric inpatient hospital services to the county's Mental Health Plan (MHP). It is anticipated that the county mental health department will function as the Mental Health Plan in each county. The MHP will authorize psychiatric inpatient hospital service admissions, continued stay services and administrative days for all Medi-Cal recipients based on county of residence. This consolidation affects psychiatric inpatient hospital services only. There is no change for non-psychiatric inpatient hospital services.

Psychiatric inpatient hospital services to Medi-Cal, CMSP, CCS and GHPP Medi-Cal-eligible recipients will be authorized by the MHP in the recipient's county of residence, except for Medi-Cal-eligible recipients enrolled in certain Medi-Cal managed care plans.

To regulate the authorization and payment of services, unique mental health provider numbers and a new *Treatment Authorization Request, Request for Mental Health Stay in Hospital* (TAR Form 18-3), have been developed. Specific billing codes and reimbursement rates also have been assigned. Providers authorized to bill Medi-Cal for psychiatric inpatient hospital services will receive their unique mental health provider number and TAR supply forms in a separate mailing this month.

Note: The following procedures are for dates of service on and after January 1, 1995.

For services rendered on or before December 31, 1994, providers are to continue to bill psychiatric inpatient hospital services using their regular Medi-Cal hospital provider number, submit TARs to the Medi-Cal field office and receive reimbursement according to current policies and procedures.

Out-of-State providers are not affected by this consolidation program and should continue to send TARs to the Medi-Cal San Francisco Field Office and use the inpatient Medi-Cal provider number when billing.

Distribution: Inpatient Providers (Community Hospitals and County Hospitals)

UPDATED INFORMATION

INPATIENT MENTAL SERVICES CONSOLIDATION (continued)

Treatment Authorization Request, Request for Mental Health Stay in Hospital (TAR Form 18-3)

The new *Treatment Authorization Request Form, Request for Mental Health Stay in Hospital* (TAR Form 18-3), must be used when requesting authorization for admissions or extension of current admissions. Providers can either mail or fax this form to the MHP in the recipient's county of residence for approval. The *Mental Health Plan Point of Authorization Directory*, included with this bulletin beginning on page 4, lists the mailing address, contact person, phone and fax numbers for each MHP.

Planned admissions for medication treatment (e.g., Clozaril) or specialized treatments (e.g., electro-convulsive therapy) require prior approval of the TAR from the MHP in the recipient's county of residence. The MHP must be notified within 24 hours of emergency admissions for psychiatric inpatient hospital services rendered to recipients. However, these emergency admissions are exempt from prior authorization by the MHP. Continued stay services may be authorized while the recipient is still in the hospital.

Note: Providers submitting TAR Form 18-3 for planned admissions, emergency and continued stay services are to follow the directions described for the 18-1 paper TAR found in *Section 400-15, Request for Extension of Stay in Hospital* (Form 18-1), in the *Inpatient/Outpatient Provider Manual*.

TARs for hospital admissions for acute psychiatric inpatient hospital services that are anticipated to extend through December 31, 1994 will be reviewed by the Medi-Cal field office for medical necessity through December 31, 1994. These TARs will be end-dated, signed-off and returned to the provider.

It is important that providers submit the new TAR (Form 18-3) timely to the responsible MHP for authorization of all recipients that continue to require psychiatric inpatient hospitalization on and after January 1, 1995 to ensure a smooth transition of service and continuity of care. When completing the 18-3, leave blank the *Admit TAR Number* field (box 6). Do not enter the original authorization number issued by the Medi-Cal field office. A new authorization number will be issued by the MHP.

TARs for psychiatric inpatient hospital services on and after January 1, 1995 that are sent to the Medi-Cal field office will be returned to providers for transmittal to the appropriate MHP. No action will be taken on these TARs, other than the placement of a date stamp on the TAR to indicate date of receipt by the field office.

TAR Submissions: Recipients Requiring Life-threatening Medical and Psychiatric Services

For recipients requiring both medical and psychiatric services, providers must determine which service is more urgent to prevent death, serious bodily impairment and/or relieve severe pain, and submit the TAR to either the Medi-Cal field office or the MHP.

- If the recipient needs medical or surgical intervention first, providers should submit a TAR to the Medi-Cal field office.
- If the recipient needs acute psychiatric intervention for protection of life, the provider, if authorized to render such psychiatric services, should submit a TAR to the MHP in the recipient's county of residence. Otherwise, if the provider is not authorized to render psychiatric inpatient hospital services, the recipient should be referred to the appropriate facility licensed to render such services.

Note: Non-psychiatric services will continue to be authorized by the Medi-Cal field office following current TAR form, policies and procedures. Out-of State providers are to continue to use the TAR (50-1) and submit TARs to the San Francisco Medi-Cal Field Office.

Mental Health Provider Number

The mental health provider number is identified by the prefix "HSM" with the suffix of the inpatient Medi-Cal provider number. For example, if your current inpatient Medi-Cal provider number is ZZT31234F, your mental health provider number is HSM31234F. The mental health provider number must be used only when billing for psychiatric inpatient hospital services. Non-psychiatric inpatient services billed under this number will be denied.

Out-of-State providers are to continue to use their inpatient Medi-Cal provider number.

INPATIENT MENTAL HEALTH SERVICES CONSOLIDATION (continued)

Billing Codes

Psychiatric inpatient hospital services are billed on the *UB-92 Claim Form*. Claims will continue to be processed by EDS using the current Medi-Cal guidelines in the *Inpatient/Outpatient Provider Manual*. Psychiatric inpatient hospital services rendered on and after January 1, 1995, must be billed with the mental health provider number (HSM prefix), MHP TAR number and the accommodation codes listed below:

<u>Code</u>	<u>Description</u>
097	Adolescent, psychiatric
098	Administrative day
114	Room and board, private, psychiatric
124	Room and board, semi-private, 2-bed, psychiatric
134	Room and board, semi-private 3-or 4-bed, psychiatric
154	Room and board, ward (medical or general), psychiatric
204	Intensive care, psychiatric

Claims must also show the ancillary charges as part of the total charges billed, even though the reimbursement is an all-inclusive rate for bed and ancillary charges.

Reimbursement Rates

Medi-Cal reimbursement for psychiatric inpatient hospital services under the consolidation will be based on per diem rates and will not be subject to retrospective cost settlement. The per diem rate for those hospitals that provide a high volume of Medi-Cal services will be negotiated by the county where the hospital is located. The per diem rate for hospitals that do not have a contract with a county will be established by the Department of Mental Health using a weighted average of negotiated rates within a geographic region.

All rates include bed and ancillary charges but do not include professional services, such as, psychiatry and psychology. Professional services must be billed separately.

Disproportionate share hospitals will continue to be automatically paid at their regular payment rate for all disproportionate share-eligible days.

Administrative Days

Accommodation code 098, currently used to bill for acute administrative days, will also be used to bill for psychiatric acute administrative days. Except for reimbursement rate and authorization, all Medi-Cal policies and procedures for billing acute administrative days will continue to apply to psychiatric acute administrative days.

Psychiatric acute administrative days billed with the mental health provider number "HSM" prefix will be reimbursed on an all-inclusive rate not to exceed 125% of the current administrative day rate. This rate will include bed and ancillary charges.

Psychiatric acute administrative days are subject to prior authorization of the appropriate MHP. Allowable ancillary charges must be shown as part of the total charges billed although not paid separately. Claims will be denied if they contain a mixture of psychiatric administrative day and any other accommodation codes.

Non-psychiatric administrative day claims should continue to be billed and will be reimbursed based on the rates currently on file.

TAR Appeals and Fair Hearing Requests

The Department of Health Services will be responsible for all TAR appeals for psychiatric inpatient hospital services rendered on or before December 31, 1994. For dates of service on and after January 1, 1995, the MHP will be responsible for the first level TAR appeals and the Department of Mental Health will be responsible for second level TAR appeals. Each MHP will have a recipient grievance process. There will be no change in the process for fair hearings.

Claim Inquiries and Appeals

Inpatient psychiatric service claim inquiries and appeals will continue to be processed through EDS regardless of the date of service.

Manual pages reflecting these changes will be issued in a future bulletin.

MENTAL HEALTH PLAN POINT OF AUTHORIZATION DIRECTORY

County and Address	Contact	Phone Number	Fax Number
ALAMEDA Alameda County Mental Health Department 499 Fifth Street, Suite 502 Oakland, CA 94607	Pat Vengarick	(510) 268-2698	(510) 208-1089
ALPINE Alpine County Mental Health Department P.O. Box 545 Markleeville, CA 96120	Frank Jacobilli	(916) 694-2146	(916) 694-2770
AMADOR Amador County Mental Health Department 108 Court Street Jackson, CA 95642	Glenda Jackson	(209) 223-6412	NA
BUTTE Butte County Mental Health Department 584 Rio Lindo Avenue Chico, CA 95926	Jack Joiner	(916) 891-2775	(916) 895-6549
CALAVERAS Calaveras County Mental Health Department Government Center, Dept. 52 San Andreas, CA 95249	Rita Austin	Days: (209) 754-6525 Nights/Weekends (209) 754-3365	(209) 754-6534
COLUSA Colusa County Mental Health Department 85 East Webster Street Colusa, CA 95932	Dee Coggeshall	(916) 458-0520	(916) 458-7751
CONTRA COSTA Contra Costa County Mental Health Dept. 595 Center Avenue, Suite 100 Martinez, CA 94553	Jacqueline Valentine	(510) 313-6003	(510) 313-6058
DEL NORTE Del Norte County Mental Health Department 206 Williams Drive Crescent City, CA 95531	Michael F. Miller	(707) 464-7224	(707) 465-4272
EL DORADO El Dorado County Mental Health Department 344 Placerville Drive, Suite 13 Placerville, CA 95667-3920	Kathleen Bume	(916) 621-6200	(916) 622-3278
FRESNO Fresno County Mental Health Department c/o Intensive Services 4411 East Kings Canyon Road Fresno, CA 93702	Patricia A. Murray	(209) 453-6616	(209) 453-4814

MENTAL HEALTH PLAN POINT OF AUTHORIZATION DIRECTORY

County and Address	Contact	Phone Number	Fax Number
GLENN Glenn County Mental Health Department 242 North Villa Avenue Willows, CA 95988	Tom Elliott	(916) 934-6582	(916) 934-6592
HUMBOLDT Humboldt County Mental Health Department 720 Wood Street Eureka, CA 95501	Karolyn Stein	(707) 445-7555	(707) 445-7287
IMPERIAL Imperial County Mental Health Department 802 Broadway Avenue El Centro, CA 92243	Mike Horn	(619) 339-4497	(619) 352-0798
INYO Inyo County Mental Health Department 162 J Grove Street Bishop, CA 93514	Donna Satterfield	(619) 873-6533	(619) 873-6505
KERN Kern County Mental Health Department 2151 College Avenue Bakersfield, CA 93305	Fred Hawley	(805) 861-2852	(805) 861-2859
KINGS Kings County Mental Health Department 1393 Bailey Drive Hanford, CA 93230	Brenda Johnson-Hill	(209) 582-4481	(209) 582-6547
LAKE Lake County Mental Health Department 922 Bevins Court Lakeport, CA 95453	Barbara Drew	(707) 263-2258	(707) 263-7726
LASSEN Lassen County Mental Health Department 555 Hospital Lane Susanville, CA 96130	Gary Olsen	(916) 251-8108	(916) 257-8177
LOS ANGELES Los Angeles County Mental Health Dept. 2415 West Sixth Street Los Angeles, CA 90057	Richard Kushi	(213) 738-4921	(213) 386-1297
MADERA Madera County Mental Health Department 14215-A Road 28 Madera, CA 93638	Janice Melton	(209) 675-7925	(209) 675-7638

MENTAL HEALTH PLAN POINT OF AUTHORIZATION DIRECTORY

County and Address	Contact	Phone Number	Fax Number
MARIN Marin County Mental Health Department 20 N. San Pedro, Suite 2028 San Rafael, CA 94903	Bruce Gurganus	(415) 499-6785	(415) 499-3791
MARIPOSA Mariposa County Mental Health Department P.O. Box 99 Mariposa, CA 95338	Jeff Gorski	(209) 966-2000	(209) 966-8251
MENDOCINO Mendocino County Mental Health Department 564 South Dora Street Ukiah, CA 95482	Crisis Worker on Duty	(707) 463-4303	(707) 463-5443
MERCED Merced County Mental Health Department 480 East 13th Street Merced, CA 95340	Fran Ruddick Eric Oxelson	(209) 725-3710 (209) 725-3716	(209) 725-8628
MODOC Modoc County Mental Health Department 131-A Henderson Street Alturas, CA 96101	Robert Gillaspie	(916) 233-6312	(916) 233-5311
MONO Mono County Mental Health Department P.O. 2619 Sierra Center Mall, 3rd Floor Old Mammoth Road Mammoth Lakes, CA 93546	Tom Wallace	(619) 934-8648	(619) 924-5413
MONTEREY Monterey County Mental Health Department 1270 Natividad Road Salinas, CA 93906-3198	Behavioral Health Care Options (BHO)	(800) 873-2246	(702) 364-0843
NAPA Napa County Mental Health Department 2344 Old Sonoma Road Napa, CA 94559-3708	Emergency Response Team	(707) 253-4711	(707) 253-4815
NEVADA Nevada County Mental Health Department 10433 Willow Valley Road Nevada City, CA 95959	Crisis Team	(916) 265-5811	(916) 265-7065
ORANGE Orange County Mental Health Department 515 N. Sycamore, 6th Floor Santa Ana, CA 92701	Julie Poulson	(714) 834-5744	(714) 834-4450

MENTAL HEALTH PLAN POINT OF AUTHORIZATION DIRECTORY

County and Address	Contact	Phone Number	Fax Number
PLACER Placer County Mental Health Department 11512 B Avenue Auburn, CA 95603	Tim Farmer	(916) 889-7240	(916) 889-7293
PLUMAS Plumas County Mental Health Department P.O. Box 1630 Quincy, CA 95971	V. Lloyd Crawford	(916) 283-6307	(916) 283-4420
RIVERSIDE Riverside County Mental Health Department 4095 County Circle Drive Riverside, CA 92503	Larry Ogilvie	(909) 358-4511	(909) 358-4513
SACRAMENTO Sacramento County Mental Health Dept. 2150 Stockton Blvd. Sacramento, CA 95817	Charles Loker	(916) 732-3637	(916) 732-9655
SAN BENITO San Benito County Mental Health Department 1111 San Felipe Road, Suite 104 Hollister, CA 95023	Carol Peterlin	(408) 636-4020	(408) 636-4025
SAN BERNARDINO San Bernardino County Mental Health Dept. 700 East Gilbert Street San Bernardino, CA 92415	Kathy Thomas	(909) 387-7049	(909) 387-7695
SAN DIEGO San Diego County Mental Health Department 3851 Rosecrans Street San Diego, CA 92110	Terrell Hedstrom- Mansfield	(619) 692-5799	(619) 692-5548
SAN FRANCISCO San Francisco County Mental Health Dept. 1380 Howard Street, Room 446 San Francisco, CA 94103	Alex Anagnos	(415) 255-3480	(415) 255-3496
SAN JOAQUIN San Joaquin County Mental Health Dept. 1212 North California Street Stockton, CA 95202	Bruce Hopperstad	(209) 468-2080	(209) 468-2399
SAN LUIS OBISPO San Luis Obispo County Mental Health Dept. 2180 Johnson Avenue San Luis Obispo, CA 93408	Christina Hino	(805) 781-4706	(805) 781-1232

MENTAL HEALTH PLAN POINT OF AUTHORIZATION DIRECTORY

County and Address	Contact	Phone Number	Fax Number
SAN MATEO San Mateo County Mental Health Department 225 West 37th Street San Mateo, CA 94403	Pat Jordan	(415) 573-2531	(415) 573-2841
SANTA BARBARA Santa Barbara County Mental Health Dept. P.O. Box 21108 Santa Barbara, CA 93121-1108	Dave Bearman	(805) 963-9261	(805) 963-1672
SANTA CLARA Santa Clara County Mental Health Dept. 645 South Bascom Avenue San Jose, CA 95128	Rick Williams	(408) 885-6123	(408) 885-5788
SANTA CRUZ Santa Cruz County Mental Health Department 1060 Emeline Avenue Santa Cruz, CA 95060	Psychiatric Crisis Ser.	(408) 462-7644	(408) 454-4663
SHASTA Shasta County Mental Health Department 2640 Breslaur Way Redding, CA 96049	Linda Arenchild	(916) 225-5200	(916) 225-5229
SIERRA Sierra County Mental Health Department P.O. Box 265 Loyalton, CA 96118	Klaus Ludwig	(916) 993-6720	(916) 993-6741
SISKIYOU Siskiyou County Mental Health Department 804 South Main Street Yreka, CA 96097	Ken Levenson	(916) 842-8190	(916) 842-4410
SOLANO Solano County Mental Health Department 1735 Enterprise Drive, Bldg. 3 Fairfield, CA 94533	Rod Kennedy	(707) 421-6630	(707) 421-7221
SONOMA Sonoma County Mental Health Department 3322 Chanate Road Santa Rosa, CA 95404	Elizabeth Harris Art Ewart	(707) 576-4962 (707) 576-4964	(707) 573-5033
STANISLAUS Stanislaus County Mental Health Department 1501 Claus Road Modesto, CA 95355	Madelyn Schlaepfer	(209) 524-4888	(209) 524-8837

County and Address	Contact	Phone Number	Fax Number
SUTTER Sutter/Yuba County Mental Health Dept. 1965 Live Oak Blvd. Yuba City, CA 95992	Psychiatric Emergency	(916) 673-8255 Business: (916) 741-7200	(916) 741-7108
TEHEMA Tehema County Mental Health Dept. 1860 Walnut Street Red Bluff, CA 96080	Carl Havener	(916) 527-5631	(916) 527-0249
TRINITY COUNTY Trinity County Mental Health Dept. P.O. Box 1640 Weaverville, CA 96093	Donald L. Williams	(916) 623-1362	(916) 623-5830
TULARE Tulare County Mental Health Department 3300 South Fairway Street Visalia, CA 93277	Crisis Worker	(209) 733-6877	(209) 730-2619
TUOLUMNE Tuolumne County Mental Health Department P.O. Box 4255 12801 Cabezut Sonora, CA 95370	Clifton White	(209) 533-5718	(209) 536-1948
VENTURA Ventura County Mental Health Department 300 Hillmont Avenue Ventura, CA 93003	Penny Matthews	(805) 652-6740	(805) 652-6160
YOLO Yolo County Mental Health Department 213 West Beamer Street Woodland, CA 95695	Patricia Butler-Turner	(916) 666-8630	(916) 666-8633
YUBA Yuba/Sutter County Mental Health Dept. 1965 Live Oak Blvd. Yuba City, CA 95992	Psychiatric Emergency	(916) 673-8255 Business: (916) 741-7200	(916) 741-7108

The Department of Mental Health contact person is Lana Teves at (916) 654-2528.